

Report for week ending 17 December 1953 from
FORMS MANAGEMENT BRANCH

In a further attempt to determine the amount of time expended by Printing and Reproduction personnel in composing final-type forms copy, [redacted] was requested to furnish data for the month of Jan. 1954.

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[redacted] Records Analyst, GS-9 was assigned to duty with the Forms Management Branch 16 December 1953.

Formerly proposed memo FM-2 has been rewritten and re-coordinated as a proposed Notice No. [redacted]. This notice outlines the manner of classifying and handling blank forms.

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Completion of a revised set of Vue-Graph slides is dependent upon preparation of type composition by the Air Force and integration with art work being developed by Graphics, ORR. Continued progression is noted.

Working relations and liaison with [redacted] ARO, Personnel Office have been strengthened and improved. Copies of the Forms Analysis Chart of Recurring Data were recently furnished him as well as additional copies of AFM 9-1. The program and forms management techniques are being well received by that office and he reports several important forms projects are being undertaken by personnel analysts.

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The Logistics Office was advised by memo of the new policy concerning sterile forms concluded with the GPO (Mr. Robinson) which was reported in last weeks report.

Standardization of the OO Information Reports (Form 51-4b (OO-B) and 51-4D (OO-K)) was discussed with [redacted] Contracts Division, OO. Draft copy of the newly proposed FI report was furnished for comparison and study. Telecon with [redacted] 16 December 1953 revealed a favorable OO reaction to the new type report. Further discussions and redrafting will take place in the near future.

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A study of forms and procedures required to mechanize and publish a forms index on a quarterly basis has been started. An attempt is being made to combine Forms 36-224 and 36-225 into two (2) part carbon interleaved form. Future discussions with Machine Records Branch are contemplated.

12/18/09

The present forms numbering system will be revised effective 1 January 1954. Instead of assigning base numbers indicative of the originating office (subject to change each time the organizational structure is modified) followed by a secondary number, all agency forms, regardless of scope of usage, will be numbered in straight numerical sequence starting with No. 1. Distinction between stocked and non-stocked forms will be made in the Forms Index. Existing forms will be integrated into the new numbering system at time of revision or reprint. A further advantage of the new system is the greater degree of anonymousness which will be imparted to those forms originated and used by the covert activities of the agency.

Current requests for new revised and reprinted forms.

No. of Requisitions	Copies
New	43,050
Revised	76,500
Reprints	165,200
Totals	<u>284,750</u>

Backlog of requests, all types 27.

Backlog of requests, all types, last week 22.

Increased backlog 5.


Chief, Forms Management Branch

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Report for the week ending 17 December 1953 from RECORDS SYSTEMS BRANCH

FBID - An inventory of records and filing equipment in FBID was completed 11 December. The analysts are now in process of determining the number and location of the filing stations to be recommended and are working up the necessary subject headings for these files.

OFFICE OF DD/A - A review of the files in the Office of the DD/A is now being made to determine if experience of the past year indicates a need for any additional subject headings or will permit the deletion of some previously established. The analyst will also train new personnel in the use of the system.

LOGISTICS OFFICE - A review of the Records Management recommendations adopted by the Logistics Office has been completed and a report is now being prepared. In the course of our review, it was found that there was considerable dissatisfaction with the filing system but our findings indicate that this is the result of bad filing practices rather than the system.

visited [redacted] of ORR to review their use of the filing system. The volume of material filed in that office is comparable with the Logistics Office and ORR files personnel are enthusiastic about the system.

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A review of Notice [redacted] and Executive Order 10501 concerning the "Safeguarding of Official Information in the Interest of the Defense of the United States" indicates that the requirements for the storage of classified material is somewhat less stringent than presently being practiced by the Agency. If the Agency does not stipulate greater safeguards than indicated by this Executive Order, our Records Management Program will be implicated to the following extent:

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a. The Records Center can store Top Secret material without installing a reinforced concrete vault or using combination lock cabinets.

b. This Agency can discontinue buying combination lock safe cabinets for an indefinite period since this type of cabinet is required only for the storage of Top Secret material. For example: In the General

Services Office, approximately one safe cabinet costing \$235 would be required. The remainder of the safes could be returned to stock to be distributed where needed and replaced with standard cabinets equipped with a bar and padlock, and costing approximately \$100.

VITAL MATERIALS - A special trip to the Repository was made on Wednesday to deposit the remaining, [] material. Mr. [] Chief of the Top Secret Control Office,

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accompanied the material to the Repository. This completes the transfer of this material from "M" building to the Repository, [] discussed the problem of filling future requests for reproduced copies of this material. As the Repository will house the original, [] thought that the return of the original to Washington, for the purpose of reproducing a copy, would be precarious, and has offered to reproduce these copies [] has completed the inventorying of the [] material. An IBM card system will be established for indexing purposes.

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A call was received from ORR, Maps Division, informing this office that after 1 January 1954 a representative will resume work on the indexing of maps in the Repository.

The Medical Office has decided that their Vital Materials collection should be more extensive, but has deferred action until after the first of the year. [] will discuss the requirements of the Medical Office with us at this time.

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The Office of National Estimates has furnished this office with a list of requirements for their Vital Materials needs. As the dissemination of most of these documents on the list is presently the responsibility of the OCD Library, arrangements will be made with the Area Records Officer of OCD to effect deposit in accordance with the ONE requirements.

In compliance with the memorandum from [] Executive for Research and Reports, a transfer of certain Vital Material deposits from ORR to ONE has been effected. The materials transferred consist of all ORR studies, situation reports, special evaluation series reports and review of the world situation.

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MAIL CONTROL - At a meeting held on 14 December 1953, [redacted] Area Records Officer for FBID, questioned the accountability for Penalty Mail by FBID and the registry fees for registered mail. [redacted] was informed of the provisions of Proposed Agency Regulation [redacted] Penalty Mail, which is now in the process of being published. This regulation provides that accounting for the use of penalty mail for the Headquarters offices will be maintained in the Mail Control Section. FBID will only be required to furnish GSO with information regarding the number of pieces of penalty mail dispatched from FBID [redacted] offices.

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The question regarding fees was actually raised by an overseas installation of FBID. The station proposed combining the reports of several days in one piece of mail, thereby paying only one registry fee. This office advised against adopting the proposal since the savings in registry fees would not offset the additional handling that would be required for this material nor compensate for disrupting the present line of communications from Headquarters to the field installations.

[redacted] Logistics Office, informed this office that the laborer assigned to Mail Section would not be available after 16 December 1953. However, their laborer assigned to the burning of trash in the incinerator at the rear of Ques Building will now be available from 12:30 P.M. until such time delivery of OII/P material to and from I Building is effected.

[redacted] Liaison Division requested a pick up of four (4) boxes of unclassified mail from the Pentagon. These boxes were wooden crates; the weight of each box as shown:

240 lbs.
240 lbs.
190 lbs.
250 lbs.
920 lbs. total

Delivery was made by the Couriers but it is believed that the Logistics Office should be requested to handle any future similar request.

Chief, Records Systems Branch

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TIME DISTRIBUTION CHART

MAIL CONTROL SECTION

Man-hours

